

**MASSACHUSETTS COLLEGE OF LIBERAL ARTS
STUDENT GOVERNMENT ASSOCIATION
BY-LAWS TO THE CONSTITUTION
(Amended April 29, 2019)**

Article I: THE STUDENT SENATE

A. Senator Requirements, Responsibilities and Duties: In order to serve and remain in the Senate, Senators must:

1. Be elected according to election procedures outlined in Article VII: Elections,
2. Keep informed of Student Government Association matters,
3. Maintain a minimum GPA set forth in the Student Government Association's Constitution,
 - a. The Office Manager will check Senators' GPAs at the end of each semester to ensure their eligibility to continue in their position.
 - b. If a Senator's GPA falls below the respective GPA requirement by less than 0.1 while in office, they may remain in office. If they fall below the GPA requirement by more than 0.1, they must resign.
4. Remain for fifteen (15) minutes from the scheduled start of the meeting until quorum is present,
5. Vote on issues dealing with any Student Government committee,
6. Ensure the proper allocation of all Student Government funds,
 - a. This is done by a simple majority vote of its standing membership and includes:
 - i. Yearly allocation to club budgets,
 - ii. Funds to alter any club's budget, and
 - iii. Holding or altering any club spending if they are found to be negligent or misusing Student Government funds.
7. Abstain from voting on any matter which seems to be a conflict of interest,
8. Serve on at least two (2) College or Student Government Committees (See Article III: Committees) and be informed enough to report during the weekly Senate meeting,
9. Hold at least one (1) designated office hour each week,
10. Ensure that its members shall not neglect the duties to which the member has been appointed,
11. Impeach any office holder of the Student Government Association as defined in the Student Government Association Constitution and these By-Laws in Article VIII: Relinquishment of Duties, and
12. Confirm or deny appointments to the Executive Cabinet made by the President.

B. Meetings:

1. Senate meetings will be scheduled for, but not limited to **Mondays from 7:00pm until 9:00pm**. Any special changes of the meeting day and/or time may be made at the discretion of a simple majority vote of quorum of the Senate.
2. In order to conduct any business during a Senate meeting, there must be a quorum. Quorum shall consist of two-thirds (2/3) of the standing Senate.

3. All meetings will be conducted according to parliamentary procedure except where there is conflict with the Student Government Association Constitution and By-Laws, which shall prevail in all cases.
4. Senate meetings will be open to all members of Student Government and the College community.
5. Special meetings may be called by the Senate Chairperson by request of a minimum of half of the standing Senate membership. All Senators are required to attend Special meeting.

C. Attendance:

1. Attendance at all Senate meetings is mandatory.
2. Roll call shall consist of the Student Government Executive Cabinet, Student Trustee, Student Government Advisor, and Senators.
3. In the event of an absence or planned tardiness, all of the following people must be notified before 5:00pm on the day of the meeting in order for the absence to be excused:
 - a. Office Manager,
 - b. Senate Secretary,
 - c. President,
 - d. Advisor.
4. The following are valid reasons for an absence or planned tardiness to be marked as excused:
 - a. Any type of emergency,
 - b. Collegiate Sports (limited to games, excluding practices),
 - c. Meeting or Special Class,
 - d. Doctors Appointment,
 - e. College Affiliated Committee,
 - f. Illness,
 - g. Performance (limited to technical rehearsals and production dates, excluding regular rehearsals),
 - h. Regionally and Nationally affiliated Conferences.
5. Any Senator that arrives after the start of the meeting will be marked tardy. The third (3rd) instance of unexcused tardiness will count as an unexcused absence.
6. No Senator or Executive Cabinet member may leave before adjournment unless prior arrangements have been made with the Senate Secretary and the Advisor. Leaving before adjournment, without prior arrangements, will be counted as an unexcused absence.
7. All Senators and Executive Cabinet members will be allowed three (3) unexcused absences per academic year, after which all further absences will be considered unexcused.
8. Any Senator or Executive Cabinet member may be removed based on attendance as stated in Article VIII: Relinquishment of Duties.

D. Senate Chairperson:

1. The powers and responsibilities of the Senate Chairperson shall include the following:
 - a. Conduct all Senate meetings according to parliamentary procedure, except where such rules conflict with the Constitution and By-Laws.
 - b. Call special meetings in the event of an emergency, by the request of half of the standing Senate membership, or by request of the President.

- c. Be a non-voting member unless the Chair relinquishes the power of the gavel. To relinquish the gavel, the Senate Chairperson may turn over the conducting of the meeting to a member of the Executive Cabinet (preferably the Parliamentarian) and join the general Senate, thus adding a vote in the issues at hand.

E. Secretary:

1. A Senate Secretary shall be selected by the process outlined in Article VII: Elections.
2. The powers and responsibilities of the Senate Secretary shall include the following:
 - a. Be a voting member of the Senate,
 - b. Keep a record of attendance at Senate meetings to keep President, Advisor, and Office Manager informed,
 - c. Keep a record of Student Government Office Hours to be posted on the office door,
 - d. Maintain a calendar of events and activities to be posted in the Student Government Office,
 - e. Record all discussion and motions in minutes at every Senate meeting,
 - f. Record and type minutes so that they will be available at the next meeting and sent out electronically by noon the day of the next Senate meeting, and
 - g. Prepare an agenda including any item submitted prior to 4:00pm the Friday proceeding the meeting day by any standing member of the campus community.

Article II: THE EXECUTIVE CABINET

A. As a whole, the Executive Cabinet shall:

1. Consist of a President, Executive Vice-President, Coordinating Vice-President, Treasurer, Parliamentarian, and Public Relations Chairperson, Senate Secretary and Senate Chairperson.(See Article VIII, Section D for order of succession of the Executive).
2. Be full-time undergraduate matriculated students who pay their student activity fees,
3. Be elected or appointed according to the procedures in Article VII: Elections,
4. Be non-voting members of the Senate, with the exception of the Senate Chair (upon relinquishment of the gavel).
5. Be informed on Student Government matters,
6. Attend all meetings of the Senate, unless officially excused,
7. Attend weekly Executive Cabinet meetings unless otherwise notified,
8. Hold a minimum of one (1) office hour per week,
9. Represent the Massachusetts College of Liberal Arts at all statewide Student Advisory Council meetings as deemed necessary by the Student Trustee,
10. Vote on Constitutional and By Law changes, and
11. Maintain a minimum GPA set forth in the Constitution.
 - a. The Office Manager will check Officers' GPAs at the end of each semester to ensure their eligibility to continue in their position.
 - b. If an Officer's GPA falls below the respective GPA requirement by less than 0.1 while in office, they may remain in office. If they fall below the GPA requirement by more than 0.1, they must resign.

B. The powers and responsibilities of the President shall include the following:

1. Be the Chief Executive Officer and Chief Spokesperson for Student Government,
2. Appoint the Treasurer, Parliamentarian, and Public Relations Chairperson,
3. Establish special committees with the consent of the Senate,
4. Approve or veto all motions, legislation or amendments passed by the Senate before the next regular Senate meeting, excluding invalidating an election, and confirmations by the Senate,
 - a. Any veto by the President may be overridden by a two-thirds (2/3) vote of the Standing Senate.
5. Approve or disapprove appointments made by the Executive Vice-President,
6. Sit on the All-College Committee, collaborate with its Chair, and inform students of its activities,
7. Maintain a working knowledge of All-College Government System and the Faculty Contract, and
8. Administer the oath of office for all office holders in Student Government, which shall read as “I do hereby affirm, to uphold the Constitution of the United States, and the Student Government Association of the Massachusetts College of Liberal Arts. I further pledge to uphold the goals of the Student Government.”

C. The powers and responsibilities of the Executive Vice-President shall include the following:

1. Serve as Acting President,
2. Oversee Class Officers’ responsibilities as stated in Article IV: Class Governance,
3. Sit on the All-College Committee, in the President's absence, collaborate with its Chair, and inform students of its activities,
4. Appoint student representatives to all committees, standing and special, of with the President’s approval,
5. Coordinate the Sam Gomez Road Race, Dianne Collins Scholarship event and other special events, and
6. Shall be in charge of all committees and enforce attendance regulations as according to Article VI Committees.
 - a. The EVP may form ad-hoc committees as needed.
 - b. If a member has the equivalent amount of absences as a Senate meeting, then the EVP must inform the Senate Secretary to charge that member with an unexcused absence.

D. The powers and responsibilities of the Coordinating Vice-President shall include the following:

1. Co-Chair the Budget Finance Committee and its Subcommittees,
2. See that the club and organization guidelines as defined in the Constitution and these By-Laws are followed by all formally recognized clubs and organizations of the Student Government,
3. Consult with other Executive Cabinet members on matters dealing with clubs and organization budgets,
4. Keep clubs and organizations informed of policies and events concerning them via distribution of mailroom space for each club/organization,
5. Organize at least two (2) meetings and/or workshops for clubs and organizations of the Student Government, and

6. Organize at least two (2) transitional meetings and/or workshops for clubs and organizations of the Student Government.

E. The powers and responsibilities of the Treasurer shall include the following:

1. Co-Chair the Budget Finance Committee and its Subcommittees as outlined in Article VI: Committees,
2. Report to each club at the start of each semester concerning the status of their funds, and shall continue communication throughout the semester concerning fiscal matters,
3. Consider supplemental budget requests for emergency funding, special requests, and new initiatives,
4. Prepare a budget for the following year's Administrative Operating budget,
5. Maintain and report monthly on the balance of the Student Government operating budget and Reserve Account (T03 Account) to the members of the Student Government, and
6. Maintain communication with the Office Manager.

F. The powers and responsibilities of the Parliamentarian shall include the following:

1. Be fully informed of the current edition of *Robert's Rules of Order Newly Revised* and enforce them at all meetings,
2. Be well versed in the Constitution and By-Laws and enforce them at all meetings,
3. Determine the constitutionality, in conjunction with the Constitution Committee, of any action made by the Senate and/or Executive Cabinet, in accordance with the Constitution and By-Laws,
4. Chair the Constitution Committee as outlined in Article VI: Committees,
5. Chair the Elections Committee as outlined in Article VI: Committees to coordinate elections according to Article VII: Elections, and
6. Overrule a decision of the Senate Chair that does not coincide with the Bylaws unless the majority of the standing Senate, which is present, objects to the decision of the Parliamentarian.

G. The powers and responsibilities of the Public Relations Chair shall include the following:

1. Chair the Public Relations Committee as outlined in Article VI: Committees,
2. Act as a liaison with the College publicity coordinator and other relevant parties,
3. Coordinate events for the purpose of improving relations between the College and the community,
4. Inform the College campus of all news and events pertaining to Student Government by ways of message boards, maintenance of the Student Government website, and any other communication outlets deemed necessary, and
5. Prepare a semesterly newsletter informing and updating clubs, organizations, and the Student Government of current news.

Article III: THE STUDENT TRUSTEE

The powers and responsibilities of the Student Trustee shall include the following:

- A. Represent the best interest of students at Massachusetts College of Liberal Arts on all issues,
- B. Maintain a minimum GPA set forth in the Constitution,
 1. The STUDENT GOVERNMENT Office Manager will check the Student Trustee's GPA at the end of each semester to ensure their eligibility to continue in their position.

2. If the Student Trustee's GPA falls below the respective GPA requirement by less than 0.1 while in office, they may remain in office. If they fall below the GPA requirement by more than 0.1, they must resign.
- C. May be an E- Board member of a Student Government recognized Club or organization,
 - D. Attend all Massachusetts College of Liberal Arts Regular Trustee meetings,
 - E. Maintain regular communication with the rest of Student Government and attend Senate meetings as necessary,
 - F. Liaison with the Board of Trustees and Senate,
 - G. Represent the Massachusetts College of Liberal Arts at all statewide Student Advisory Council meetings as they deem necessary,
 - H. Review with Executive Cabinet, all agendas for upcoming Trustee's meetings and seek advice on all matters deemed necessary by the Executive Cabinet,
 - I. Meet with the Vice-President of Student Affairs at least once every two months, and
 - J. Does not have to attend committee meetings (as outlined in Article VI) if they wish to not participate in them.
 - K. Serve in accord with the provisions of Section 21 Chapter 15A of the General Laws pertaining to the Board of Trustees of the Commonwealth's community colleges and state universities, which in pertinent part provides: hereby states: There shall be a board of trustees consisting of 11 members for each of the institutions named in section 5, other than the University of Massachusetts. ... One member of such board of trustees shall be a full-time undergraduate student member from said institution, and ten members shall be appointed by the governor pursuant to the provisions of section eighteen B of chapter six, at least one of whom shall be an alumnus of said institution and one of whom shall be elected thereto by the alumni association of said institution. Each elected alumnus member shall be elected every five years. No elected alumnus member shall serve for more than two consecutive terms. A vacancy in the position of elected alumnus member prior to the expiration of a term shall be filled for the remainder of the term in the same manner as elections to full terms. Each student member shall be elected by the student body annually, no later than May fifteenth. The term of office of each elected student member of the board shall be one year and shall commence on July first following their election and terminate on June thirtieth of the following year. The student member shall be eligible for re-election for as long as said student remains a full-time undergraduate student and maintains satisfactory academic progress as determined by the policy of the institution at which the student is enrolled. If at any time during the elected term of office said student member ceases to be a full-time undergraduate student or fails to maintain satisfactory academic progress, the membership of said student on the board shall be terminated and the office of the elected student member shall be deemed vacant, provided, however, that if the elected student member vacates his position upon graduation from the institution prior to July first, the elected successor may assume the position of student member on the board effective from the date of graduation of his predecessor, provided further that the statutory time limit of one year of the successor student trustee shall commence to run on July first notwithstanding any taking of office prior to the commencement of said term. A vacancy in the office of the elected student member prior to the expiration of a term shall be filled for the remainder of the term in the same manner as student elections to full terms.

Article IV: CLASS GOVERNANCE

A. The collective duties and responsibilities of the Class Officers are to:

1. Be full-time students (twelve [12] credits) in attendance at the Massachusetts College of Liberal Arts,
2. Maintain a minimum GPA set forth in the Constitution,
 - a. The STUDENT GOVERNMENT Office Manager will check Officers' GPAs at the end of each semester to ensure their eligibility to continue in their position.
 - b. If an Officer's GPA falls below the respective GPA requirement by less than 0.1 while in office, they may remain in office. If they fall below the GPA requirement by more than 0.1, they must resign.
3. Serve for a one-year (1) term but may stand for re-election,
4. Attend all Class Cabinet Meetings,
5. Attend all Senate meetings by sending at least one (1) class representative,
 - a. The representative should contact the Senate Secretary to give a Class Officer report during the meeting.
 - b. They may be excused with prior notice to and approval from the EVP and Senate Secretary by 5:00 pm on the day of the meeting.
6. Serve on at least one (1) Student Government or College Committee unless exempted by the Executive Vice President (See Article VI: Committees),
 - a. If a qualified officer demonstrates a strong desire to sit on an Ad-Hoc Committee, they may do so with approval from the President and Executive Vice-President.
7. Plan all class activities and events including
 - a. At least two (2) activities or events with one (1) being educational and (1) social per academic year,
 - b. Continuation of traditional events implemented by a particular class year or with other classes and student organizations, and
 - c. Senior Days; the Class Officers comprise the Senior Days Planning Committee during the second semester of their senior year, and
8. Periodically report to the Executive Vice-President on class plans and activities at a minimum of twice (2) per semester,
9. Raise funds for:
 - a. Class events and activities,
 - b. Senior Days by supplementing individual student fees, and
 - c. A class gift to the College, and
2. Take on the responsibilities and duties of other class officers when the positions are vacant.

B. The duties and responsibilities of the Class President are to:

1. Be the chief spokesperson for the class and the official liaison with the College,
2. Conduct Class Cabinet meetings, and
3. Oversees all class business and ensures the fulfillment of class duties as listed above in Article IV, Section A.

C. The duties and responsibilities of the Class Vice-President are to:

1. Assume the responsibilities of the President in their absence and, if for any reason, the President is unable to continue in the position.
2. Be responsible for the recruitment and retention of classmates for activities and events.

D. The duties and responsibilities of the Class Treasurer are to:

1. Keep a ledger of all expenditures and receipts for the class,
2. Work in conjunction with the Student Government Treasurer and the Student Government Office Manager with class finances, and
3. Serve on Budget Finance Committee unless exempted by the Executive Vice President.

E. The duties and responsibilities of the Class Secretary are to:

1. Record the proceedings of all Class Cabinet and other class meetings and forward a copy to the class advisor and Student Government Office Manager,
2. Coordinate all correspondence, including publicity, from the Class Cabinet,
3. Oversee the production and distribution of a periodic (at least one [1] per semester) class newsletter,
4. Ensure the proper processing of paperwork for publicity, contracts, events, and reservations, and
5. When on Senior Class Council, establish a Yearbook Committee for the production of a class yearbook.

Article V: STUDENT GOVERNMENT ADVISOR

The Student Government's Advisor shall be the Director of Student Development of MCLA or their appointee. They will not have voting rights but will lend guidance and assistance to the organization as needed. The Advisor will attend Senate meetings, Executive Cabinet meetings, and Special Meetings as they see fit. The Advisor's primary duty will be to oversee Student Government operations and activities.

Article VI: COMMITTEES

A. Chairs have the right to vote in the cases of a tie or lack of quorum but cannot vote when their vote would result in a tie.

B. Officers and Senators may serve on or be appointed to any of the standing Student Government Committees:

1. *Budget Finance Committee:* The Budget Finance Committee (BFC) will be co-chaired by the Treasurer and the CVP of the Student Government Association. The Committee shall also contain the Class Treasurers according to Article IV, Section D and students who are not members of the Student Government Executive Cabinet or Senate.
 - a. The Committee will, according to Article VI(B)(1)(b),
 - i. Review annual budget requests from Student Government clubs and organizations to make allocation recommendations based upon previous club spending, fundraising efforts, student involvement, and plans for the future, and
 - ii. Review supplemental budget requests and Co-Sponsorship requests for emergency funding, special programming or events, and new initiatives.
 - b. Club Executive Board members have the option to meet with the committee to discuss the annual allocations and supplemental requests and the committee

must consequently present the recommendations to Senate for a final decision. Funding recommendations made by the committee must be presented to the Senate along with the budget of the prior fiscal year for approval. Fiscal year budget request forms are due two (2) weeks following the date said forms are made available by the Office Manager to the campus community.

- c. The committee will also be composed of the Sub-Committee, Properties.
 - i. *Properties Sub-Committee*: The Properties Sub-Committee shall be co-chaired by the Coordinating Vice-President and the Treasurer. It shall also consist of a minimum of three (3) members from Budget Finance Committee. The Properties Committee is responsible for ensuring the safety of the equipment purchased with Student Government funds and the following of the procedure stated in Article IX: Clubs and Organizations. As well as reviewing supplemental budget request, co-sponsorships and keeping Student Government equipment up to date after they have been approved to ensure that the money is spent properly.
 - A. Incorrect use of funds found by the committee will result in a hearing before BFC and then presented to the Senate for a ruling.
- d. Three unexcused committee absences is equivalent to one unexcused absence from Senate.

2. *Constitution Committee*: The Constitution Committee shall be chaired by the Parliamentarian and consist of a minimum of five (5) members. Responsibilities include:
 - a. Reviewing all questions of Student Government constitutionality, By-Laws, and other Student Government related rules.
 - i. Final rulings regarding matters of constitutionality will be determined by the Parliamentarian or their designee and then ratified by the Senate by a $\frac{2}{3}$ majority vote.
 - b. Preparing and maintaining of Club constitutions, including the Student Government Constitution.
 - c. Two unexcused committee absences is equivalent to one unexcused absence from Senate
3. *Elections Committee*: The Elections Committee shall be chaired by the Parliamentarian and consist of a minimum of three (3) members. Responsibilities include:
 - a. Administering all elections for all offices in the Student Government Association according to Article VII: Elections, and
 - b. Conducting elections for any club or organization upon request from the group involved.
 - c. Persons on the ballot may not be members of the Elections Committee.
 - d. One unexcused committee absence is equivalent to one unexcused absence from Senate

4. *Public Relations Committee:* The Public Relations Committee shall be chaired by the Public Relations Chair and consist of a minimum of three (3) members.

Responsibilities include:

- a. Maintaining a positive relationship between Student Government and the College and between Student Government and the greater community, and
- b. Advertising for Student Government meetings, events, and general information.
- c. Two unexcused committee absences is equivalent to one unexcused absence from Senate

C. Officers and senators also may serve on any of the standing Massachusetts College of Liberal Arts Committees:

1. *All College Committee:* The All College Committee consists of Department Chairs and lead Faculty who discuss issues pertaining to the College at large. A minimum of two (2) members of the Student Government Association are required for this committee.
2. *Curriculum Committee:* The Curriculum Committee deals with the curriculum offered at the MCLA. The Committee approves new classes through Omni-forms and corresponding class syllabi and deals with student requirements and opportunities for credit. A minimum of two (2) members of the Student Government Association are required for this committee.
3. *Academic Policies Committee:* The Academic Policies Committee deals with policy issues surrounding the academic calendar, faculty contracts, and student concerns. A minimum of two (2) members of the Student Government Association are required for this committee.
4. *Student Affairs Committee:* The Student Affairs Committee is chaired by the Vice President of Student Affairs and is responsible for maintaining the mission of the Student Affairs Division to create a learning community to support career and academic success and encourage personal wellness and development. Nine (9) members of the Student Government Association are requested for this committee.
5. *Strategic Planning Committee:* The Strategic Planning Committee is an administrative committee designed to implement and create a vision for the MCLA in the future.
6. *Sustainability Committee:* The Sustainability Committee is responsible for developing and implementing plans for the MCLA to be more environmentally sustainable. This includes recycling, efficient energy, and campus gardening.
7. *Food Committee:* The Food Committee is chaired by the Director of Food Services. The purpose of this committee is to provide a constructive forum for both students and dining staff to provide feedback, concerns, and suggestions regarding dining at the MCLA.
8. Any unexcused absence from a College Committee is equivalent to missing a Senate meeting.

- D. If at any time a Student Government committee should be formed to deal with issues of importance to any standing member of the campus community, an Ad-Hoc Committee may be temporarily formed by the EVP (See Article II; EVP).
- E. Attendance
1. In the event of a planned absence the member must notify the following by 5:00pm the day prior to the meeting:
 - a. Executive Vice President, and
 - i. The EVP and absent member must try to find a replacement if it affects a college committee
 - b. Chair of the Committee.
 2. The following are valid reasons for an absence or planned tardiness:
 - a. Any type of emergency,
 - i. If on a Student Government Committee, it is at the discretion of the Chair.
 - A. Chair must inform the EVP on attendance.
 - ii. If not a Student Government Committee, it is at the discretion of the EVP.
 - b. Religious Beliefs (i.e. Holiday),
 - c. Scheduled academic meeting,
 - d. Collegiate Sports (limited to games, excluding practices),
 - e. Doctors Appointment,
 - i. Proof of appointment may be requested
 - f. Illness,
 - g. Performance (limited to technical rehearsals and production dates, excluding regular rehearsals), and
 - h. Regionally and Nationally Affiliated Conferences.

Article VII: ELECTIONS

A. General Election Rules:

1. All full time (twelve [12] credits) undergraduate matriculated students who have paid their Student Activities fee for the semester in which an election is held, shall have the right to vote.
2. Elections for all non-appointed Student Government Executive Cabinet positions, Senate seats, Class Officers, and Student Trustee shall be conducted before May 1st of each academic year. These elections shall be conducted concurrently.
3. Student elected positions left vacant after General Elections shall be filled only by means of a Special Election (See Article VII, Section H).
4. In a final election, there shall not be more than two (2) candidates running for each available position,
 - a. If there are more than two (2) candidates running for each available office, a primary election shall be at least held five (5) days prior to the final election.
 - b. The two candidates receiving the highest number of votes for each office in the primary shall be entered into the final election.

5. Elected Student Government Executive Officers, Student Trustee, Senators, and Class Officers shall take office on the first Monday after the General Elections by the Student Government President.
 - a. The outgoing Senate Chair and Senate Secretary shall perform their duties until their positions are elected by the new Senators.
 - b. The outgoing Senate Secretary and the Senate Chair may only vote if they are members of the new Senate.
 - c. At the first meeting of the new Senate, a Chairperson and a Secretary shall be nominated and seconded by the-Senators.
 - i. The position is elected by a simple majority vote of the standing Senate.
6. A candidate's eligibility shall be checked no more than forty-eight (48) hours following submission of nomination papers to the Student Government Office Manager.
7. Any candidate found worthy of disqualification shall have the right to know the reason for said disqualification.

B. Election Eligibility

1. In order to be eligible to become a candidate for any election, students must adhere to the following requirements:
 - a. Be a full time matriculated undergraduate student,
 - b. Will have paid their Student Activities Fee for the semester in which an office would be held,
 - c. Complete nomination papers in accordance with all requirements (See Article VII, Section C), and
 - d. Maintain the minimum cumulative GPA requirement for the respective position.

C. Nomination Papers:

1. Nomination papers for each available office shall be available for a period of at least two (2) weeks prior to the primary election. Nomination papers must have the following minimum number of student signatures from the particular constituency they seek to represent:
 - a. 100 for Executive Cabinet positions
 - b. 100 for Student Trustee positions
 - c. 50 for At-Large, Greek, Athlete, Commuter and Resident Student Senate Representatives,
 - d. 30 for Class Senate Representatives, and
 - e. 20 for Class Offices.
2. The availability of nomination papers shall be advertised by the Public Relations and/or the Elections Committee at least seventy-two (72) hours prior to their making such papers available to the student body.
3. Nomination papers must be turned in to the Office Manager by 4:00pm at least seven (7) days prior to the first election.

4. All nomination papers shall include the following, directly below all signatures: *“I will attest that all signatures appearing on this nomination paper are valid students enrolled at the Massachusetts College of Liberal Arts, and I understand the procedures governing Student Government elections and those conducted by its Elections Committee.”*
5. A student may sign as many Student Government nomination papers as they are eligible to sign.
6. A student running for a senatorial position of their class or a class officers’ position may only accept signatures from their respective classmates.
7. Any member of the Elections Committee must resign from the Committee upon taking out nomination papers.
8. A spot check of nomination papers must be conducted and completed at most two (2) business days after submission. Every tenth (10th) name, for Senatorial and Class Officer nomination papers, and every twenty-fifth (25th) name for Executive Cabinet and Student Trustee nomination papers must be checked against a current student roster. This check need not begin at “1” but must begin before “10”.
9. Signatures found to be false or duplicated must be replaced within twenty-four (24) hours of notification by the Elections Committee. The Elections Committee must notify candidates at least four (4) days prior to the primary elections, if nomination papers are invalid.

D. Ballot Preparation:

1. To be acceptable as a legal ballot, the ballot for all positions must provide a blank spot for write-ins and the following directions must be printed at the top: “To cast your ballot place an ‘X’ in the box provided next to the candidate of your choice. If you write in a person’s name, you must also fill in the box provided for write-ins.”
2. Each class should have their own ballot, each a different color ballot, listing clearly every available position the class is eligible to vote for including Executive Cabinet Positions, Senate Seats, Class Officers, etc. and the candidates.
3. The ballot also must denote any incumbent candidates by listing “incumbent” in parentheses after the candidate’s name.
4. The order of names listed on the ballot shall be in alphabetical order. The Chairperson of the Elections Committee must review and approve the ballot as to the proper spelling and listing of names.
5. A sample ballot shall be displayed at all polling places with the word “SAMPLE” written on it.

E. Election Process:

1. Balloting shall occur on two (2) consecutive academic days for final elections and on one (1) academic day for primary elections.
2. Hours of polling shall be 11:00am to 7:00pm.
3. The election location will be determined by the elections committee.

4. All campaign advertisements must conform to College policies.
5. No candidate or their representative may campaign in the same room as the polling place, nor may any campaign materials be in clear view from the site of the ballot box.
6. All students shall be identified by their class status based upon the number of credits according to college records.
 - a. Students must vote according to their credit hours regardless of the number of years in attendance at the Massachusetts College of Liberal Arts.
 - b. Class officers and class representatives may be no more than nine (9) credit hours short of the minimum number of required credits to be a member of the class they are running for.
7. For voting purposes, students shall be divided into the four classes as follows:
 - a. Freshmen: 0-30 credit hours
 - b. Sophomore: 30-60 credit hours with a minimum of 21 credit hours
 - c. Junior: 60-90 credit hours with a minimum of 51 credit hours
 - d. Senior: 90 or more credit hours with a minimum of 81 credit hours

F. Ballot Counting:

1. A write-in candidate must receive a minimum number of votes in order to be considered in the election results.
 - a. The minimum number of votes shall be the same as the number of signatures required for nomination.
 - b. All votes cast must be tallied if this requirement is met.
2. The Elections Committee must decide by majority to invalidate questionable ballots.
3. No candidate or representative may participate in the tabulation of any ballots.
4. Anyone may be present and observe when ballots are counted provided that they are quiet and orderly.
5. All candidates in the election must be notified of the results within 24 hours of the end of ballot counting.
6. In the event of a tie, a Special Election will be held between the tied parties within two (2) weeks according to the procedure outlined in Article VII, Section D.
7. All elections having a margin of ten (10) votes or less must be recounted by the Elections Committee.
8. Candidates may submit a written request to the Elections Committee that they hold a recount. Such requests must come within four (4) business days of the results being published in order for such a request to be considered valid.

G. Invalidation of an Election:

1. In order for an election to be declared invalid or illegal, the party leveling the charges must produce substantial evidence to the Senate.
2. A two-thirds (2/3) majority vote of the current Senate standing membership is needed in order to have the election invalidated.

H. Fall and Special Elections:

1. Fall Elections must be conducted no later than October 15th. Fall Elections will be conducted according to the Elections procedure outlined in Article VII, Section D
2. Elected Class Officers shall take office immediately after they are certified by the Elections Committee.
3. Open positions left vacant after the regular elections may also be filled during Fall Elections.

4. The Senate may also call a Special Election at any time to fill vacant positions. Special Elections will be conducted according to the Elections procedure outlined in Article VII: Elections.
5. Student Government positions elected during a Special Election shall take office at the Senate Meeting directly following the Special Election in which they were elected.

I. Referendums:

1. In order to run a referendum through the Student Government, the group wishing to do so must receive approval from the Senate by a majority vote of quorum.
 - a. Approval of the Senate can only be achieved if a petition is received which contains the signatures of ten percent (10%) of the student body.
 - b. Senate approval is not necessary if a petition contains the signatures of fifty percent (50%) of the student body.
2. If the Senate or the Executive Cabinet deems necessary to hold a referendum without petition, a two-thirds (2/3) majority vote of quorum of the Senate is required for it to go to ballot.
3. If approval is received, the Student Government Elections Committee shall be ordered to conduct a campus wide vote according to the rules outlined by Article VII: Elections. The exact wording of the referendum question will be determined by the Elections Committee.
4. Referendum votes may occur at any time during the academic year. If a referendum is to be voted on during a General Election, then that referendum must be approved by the Senate prior to the General Election.
5. The necessary vote percentage for passage will be determined by the Senate.

Article VIII: RELINQUISHMENT OF DUTIES

A. Resignation from Office:

1. Any Student Government member resigning from office must write a formal letter of resignation and submit it to the Student Government President, Advisor, and Office Manager.
2. A copy of the letter will be forwarded to the Student Government Executive Cabinet and all members of the Student Senate, the Advisor, and the Vice-President of Student Affairs.
3. The letter must include:
 - a. Name of individual and position held,
 - b. Reason for resignation, and the
 - c. Date of last Senate or Cabinet meeting they will attend.
4. The position holder may also go before the Senate and verbally resign in conjunction with the written resignation.
5. A new position holder may be elected according to procedures in Article VII: Elections.

B. Removal from Office:

1. Any member of the campus community may request for an office holder to be removed. The party requesting the removal must submit a formal letter to the Student Government President, Advisor, and Office Manager. The letter must include:
 - a. Name of office holder and position being addressed,

- b. Reason for complaint,
 - c. Date and time of event and/or comment causing submission of letter, and
 - d. Name of person submitting the letter.
- 2. The letter will be sent to Senators and all members of the Student Government Executive Cabinet, Advisor, and Office Manager, and the Vice-President of Student Affairs.
- 3. At the next scheduled Senate meeting, the letter will be brought up for discussion. In order for any office holder to be removed, there must be a two-thirds (2/3) majority vote of the standing Senate.
- 4. In the event that the Senate votes in favor of removal of a Cabinet member, the order of succession will be the same as stated the Constitution.
- 5. If the removal of a Senator occurs, the Senate position may be filled at the next Senate election, by the nomination process as stated under Article VII, Section G, subsection 4, or through a Special Election as described in Article VII: Elections.

C. Removal Based Upon Attendance:

- 1. After five (5) unexcused absences per academic year, an office holder may be removed per order of the Senate Secretary.
- 2. Any office holder may appeal a removal or any unexcused absence with the following process:
 - a. The office holder must write a letter of appeal and submit it to the Student Government President.
 - b. Immediately at the next meeting of the Senate, the President must present the letter of appeal to the Senate to be adjudicated and decided by a two-thirds ($\frac{2}{3}$) vote of the quorum of the Senate.

D. In the event an Executive Cabinet member is removed or resigns from office:

- 1. If the President, Executive Vice-President, or the Coordinating Vice-President resign or are removed,
 - a. The remaining officers will assume the responsibilities of the vacant position.
 - b. The Executive Vice-President shall assume the role of President before the Coordinating Vice-President.
- 2. If the Treasurer, Parliamentarian or Public Relations Chair resign or are removed
 - a. The acting President shall appoint new members to be confirmed by the Senate.
- 3. If Senate Chairperson or the Senate Secretary resign or are removed
 - a. The Senate will vote to fill the position the night of resignation and then each meeting until it is filled by a senator.
 - i. If the Senate Chairperson's role cannot be filled the Parliamentarian will assume responsibilities until a new Senate Chairperson can be appointed. If not available then it shall go to the President then, to the Executive Vice President then, to the Coordinating Vice President.
 - ii. If the Senate Secretary's role cannot be filled the PR Chair will assume responsibilities. If not available then it shall go to the President then, to the Executive Vice President then, to the Coordinating Vice President.

E. In the event a Class Council member is removed or resigns from office:

1. It may be filled by an interim-position holder, appointed by the Executive Cabinet, and confirmed by the Senate, with a two-thirds (2/3) majority vote of quorum of the Senate, within thirty (30) business days after an election.
2. Interim-position holders will remain in office, if replaced, until the final results of the next possible election.

Article IX: CLUBS AND ORGANIZATIONS

A. Official Recognition:

1. To become an officially recognized club or organization, an application must be submitted to the Parliamentarian and Office Manager.
2. The application must include, but is not limited to the following:
 - a. A New Club and Organization Form stating the purpose, names, and email addresses of Executive Board members, advisor's name, and a preliminary list of ten (10) general members, not including the proposed clubs Executive Board members.
 - b. Both a hard and electronic copy of the club's constitution.
3. The constitution must be approved by the Constitution Committee and Senate.
 - a. The constitution must be in compliance with the Student Government Constitution.
 - b. A club or organization must receive a simple majority vote of the Senate in order to achieve recognition.
4. The club or organization seeking recognition must:
 - a. Comply with the policies as listed in the Massachusetts College of Liberal Arts Student Handbook,
 - b. Be student run,
 - c. Be non-profit, meaning that any profits accrued go directly back into the club or organization, and
 - d. Provide students with campus activities.

B. Duties and Privileges of Recognized Clubs and Organizations:

1. All Student Government recognized clubs and organizations must:
 - a. Remain active by submitting a current list of officers, minutes from all meetings, submitting a budget (if appropriate) and providing the programming outlined in its constitution to the Office Manager and CVP,
 - b. Be responsible for attending any mandated Student Government club and organization meeting or workshop,
 - c. Allow the Student Government Office Manager three (3) weeks to process purchase requisitions with the club's advisor,
 - d. Submit travel requisitions and a complete itinerary at least three (3) weeks prior to travel,
 - e. Fill out a requisition before signing any contracts,
 - f. Regularly review and update their clubs' constitution; at a minimum of every 4 years and with any other updates as the club deems fit,
 - i. Clubs must re-submit their constitutions for approval by the Constitution Committee, and the Senate.

- g. Maintain a membership of at least five (5) members, with at least two (2) members holding club e-board positions, and
 - h. Meet at least two (2) times per semester.
2. In addition, in order to use College funds, facilities, or equipment, all club sports must:
 - a. Provide a roster, including advisor's name, members' names, identification numbers, name of health insurance, insurance policy number, and date of last physical examination.
 - b. Publish a schedule of events, including a month/day, time, and type of event/location.
 - c. Submit to Student Development "Release of Responsibility" forms completed and signed by each member.
 - d. Abide by the rules, regulations, and national standards of its specific sport, with one (1) copy on file in the Student Government Office.
 3. Student Government recognized clubs also enjoy the following privileges:
 - a. Use of Student Activities funds, as allocated by the Senate,
 - b. Ability to book facilities and equipment which are appropriate and available,
 - c. Use of the Student Government Office and Office Supplies when available,
 - d. Recognition in all appropriate College publications and media,
 - e. Assistance in meeting requirements to provide medical coverage at scheduled competitions if necessary, and
 - f. Assistance with services and support from staff members in Campus Center, Health Services, Athletics, and other campus administrative offices when appropriate.
 4. All Student Government recognized club's and organization privileges may be revoked at any time by the President if the club or organization is found to be misusing said privileges or delinquent in their responsibilities as outlined in Article IX Section B.

C. All clubs must also abide by the monetary procedures of the STUDENT GOVERNMENT as follows:

1. All budgets from recognized clubs or organizations must be submitted to the Treasurer as stated in a dated memo sent to clubs at budget time, or the Student Government Association will not take the club or organization's request for funding into consideration.
2. New clubs recently approved for Student Government Recognition by the Student Senate must be in existence for at least a year before submitting a fiscal year or supplemental budget request form for club expenditures.
3. Supplemental budgets may be submitted by recognized Student Government clubs that have a current Student Government fiscal year budget to the Treasurer for emergency funding, special events, and new initiatives.
4. A club or organization receiving Student Government funds may not:
 - a. Charge membership fees or dues without prior approval of the Senate. If approval is granted, the club or organization must not charge more than five (5) dollars per member.
 - b. Have a separate bank account at any bank. Failure to comply will result in immediate disciplinary action by the Senate.
 - c. Charge another club or organization for its services without the written permission of the Executive Cabinet and the majority vote of the Senate.

- d. Dispose of capital goods purchased with Student Government funds without Senate approval.
 - e. Purchase equipment that will be solely for academic department activity with Student Government funds.
5. A club or organization receiving Student Government funds may donate:
 - a. Up to \$150.00 of Student Government funds to co-sponsor an individual event or program to another MCLA club, organization, or department.
 - b. An unlimited amount of Student Government funds for an event or program open to the entire MCLA community to another MCLA club, organization, or department.
 - c. An unlimited fundraised amount to any club, organization, or department.
 6. Any Student Government funded club or organization which receives any amount of money into its possession must turn it into the Bursar's Office, the Student Government Treasurer or Student Government Office Manager within one (1) business day after receiving the funds.
 7. Receipts must be used for all financial transactions (including cash) performed by the club or organization.
 - a. Whenever possible, receipts should be itemized.
 8. The Student Government Association reserves the right to conduct spot checks at any event sponsored by a club or organization to see that financial transactions are being properly managed.
 9. Any misuse of the club's funds or illegal spending will result in an investigation by the Student Government.
 - a. If there is reasonable suspicion a club is misusing funds, the suspected club may have their funds frozen by the Student Government Treasurer or President pending the outcome of an investigation by Properties Committee.
 - b. If the club is found to have misused funds, their funds may be removed by a majority vote of Senate quorum.

D. Advisor Duties:

1. The club or organization's Executive Board must:
 - a. Contact their advisor at least once (1) a month, via phone, e-mail, or in person, to inform the advisor of current and possible future activities of the club.
 - b. Advisors must be sent copies of agendas and minutes of meetings via their mailbox or e-mail.
2. Advisors must:
 - a. Meet with Executive Board members at least once (1) per academic year.
 - b. Act as mediators to club disputes.
 - c. Advise clubs on matters of school policy.
 - d. Advise clubs on recruiting, holding events, and operating efficiently.
3. Advisors must not:
 - a. Run club meetings.
 - b. Have voting privileges.
 - c. Make any decisions for the club, including but not limited to, budget control.
4. If an advisor is away from campus for a semester due to illness, sabbatical, or another extenuating circumstance, a temporary advisor must be appointed by the club's Executive Board.

E. Inactivity and Loss of Recognition:

1. A club or organization will be deemed inactive if they do not maintain the membership and meeting requirements outlined in Article IX(B)(1).
 - a. Clubs or organizations will be given a grace period of one calendar month to comply with these requirements if they ever fall out of compliance before automatically being deemed inactive.
 - b. Clubs or organizations will become active again once they reach compliance with all Student Government rules governing clubs and organizations and have notified the Student Government Coordinating Vice President and Office Manager.
 - c. Inactive clubs or organizations may have their funds frozen by order of the Student Government President or Treasurer and are prohibited from requesting supplemental funding or a budget for the following year.
 - i. The President or Treasurer must inform the club immediately and the Senate at the next meeting.
2. A club or organization may lose its recognition for any one of the following reasons:
 - a. Failure to abide with the Constitution and its By-Laws.
 - b. Inactivity for a period of three (3) consecutive semesters.
 - c. Failure to meet the requests made by the Senate regarding finances, constitutions, and other requests relating to club requirements stated in the Constitution.
 - d. Extenuating circumstances deemed necessary by the Senate.
3. For any active club or organization to lose its recognition, the charges must be brought before the Constitution Committee for their recommendation and then presented to Senate. A vote for loss of recognition must attain a two-thirds (2/3) vote of the Senate for passage.
4. Upon the loss of recognition, the unrecognized club or organization:
 - a. Cannot receive funding from the Student Government Association.
 - b. Will forfeit any funds in the club or organization's budget to the Student Government Student Activities Fee Operating Budget.
 - c. May not use any services or privileges as listed above in Article VIII, Section B, available to Student Government recognized clubs or organizations.
 - d. Will not be included in the official Student Government club and organization booklet.
 - e. Will not be allowed to fundraise.
5. Students interested in establishing a similar club or organization at a later time following a club's loss of recognition can (re)apply for recognition following the procedures defined above in Section A.

Article X: SENATE CONTINGENCY

A. Contingency Fund

1. When the Student Activity Fees for the new fiscal year have been determined early in September, a minimum of 5% of the total budget (fees plus remaining contingency) will again be automatically set aside for use as the Senate contingency.

B. Contingency Plan

1. The Reserves budget may not drop lower than 90% of its starting value per academic year.
2. This can be overturned by a $\frac{3}{4}$ majority of the Standing Senate.
3. Overall the Reserves budget shall not drop below the \$150,000.

Article XI: AMENDMENTS TO THESE BY-LAWS

A. Suspension of By-Laws

1. A suspension may be proposed at any time by any member of the Senate or the Student Government Executive Cabinet.
2. Must be approved by a majority vote of quorum of the Senate and the Executive Cabinet.
 - a. The President may only vote to break a tie.
3. Suspensions must be reviewed by Constitution Committee at their next meeting following the vote to suspend and appropriate action must be taken.
4. All suspensions expire at the end of each semester unless renewed according to above provisions.

B. Proposing Changes:

1. Any amendment to the Bylaws can be made at any time by any member of the Senate or Executive Cabinet.
2. All proposed amendments must be forwarded to the Constitution Committee for preparation and revisions.

C. Approving Changes:

1. The changes must be prepared and provided to the Senate by the Parliamentarian; according to Parliamentary procedure, the Senate will have at least one (1) week to consider the amendments.
2. Changes in the By-Laws are effective immediately upon its passage by a majority vote of quorum of the Senate and Executive Cabinet.
 - a. The President may only vote to break a tie.